

RLJ/alh/jc (26 June 1968)

SECRET

12 June 1968

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Accounts Division, Office of Finance  
Administrative Officer, Office of Finance

SUBJECT : Retirement, Request for Extension of

REFERENCES : "A" dated 4 June 1965  
"B" dated 20 June 1967  
"C" dated 31 May 1968

1. In accordance with reference "A," I had planned my personal affairs for retirement at age 62.

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2. Therefore, in accordance with reference "B," which refers to P.L. HR [REDACTED], I had attempted to arrange my personal affairs for retirement at age 61. However, due to unforeseen complications, I have discovered that I will not be able to formalize my plans for retirement until sometime during the year 1970.

3. Therefore, in accordance with reference "C," I am requesting an extension until, at the latest, 13 July 1970.

[REDACTED]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Reference "A"

4 JUN 1965

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Retirement Planning

1. The established policy of the Agency favors early retirement of its employees who, as you know, are normally expected to retire when they become eligible for a full annuity. The prospect of retirement deserves serious thought and planning, and you should therefore know that you will be eligible for retirement, according to our records, during July, 1970.

2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals. The Agency is anxious to assist you in planning for your retirement. It is even more important, as an employee, that you begin now to plan for this occasion.

3. You deserve to know as much as possible about the general subject of retirement and more specifically about the retirement policy itself, your annuity, life and health insurance protection, opportunities for other employment, Social Security benefits, and educational materials available on the subject. The Agency feels that this type of information and advisory service should be made available to you at least five years prior to the date of your eligibility.

4. You are requested to call the Executive Secretary of the Board, Mr. [REDACTED] to arrange an appropriate time to discuss any plans you may have and benefits available to you upon retirement.

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[REDACTED]

Lawrence R. Houston  
Chairman  
Agency Retirement Board

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Reference "A"

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ADMINISTRATIVE  
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~~Reference "B"~~

Reference "B"

20 June 1967

STAT MEMORANDUM FOR :

SUBJECT : Retirement Planning

STAT REFERENCE :

1. As you know, the established policy of the Agency long has been to expect employees covered by the Civil Service Retirement Act to retire as soon as they became eligible to do so: age 60 with more than 30 years of service or age 62 with at least five years of service.

2. Recently, the Civil Service Retirement Act was amended to permit employees to retire on a full annuity at age 60 if they had 20 years of service, and the Director of Central Intelligence has now added this option to the Agency's retirement policy. Consequently, employees are now expected to retire at age 60 if they have 20 years of service. Those employees with less than 20 years of service will be expected to retire at age 62.

3. You were previously notified by memorandum that you would be expected to retire upon attainment of age 62. As you are now over 58, retirement at age 60 under the new Agency policy may adversely affect your retirement planning. For this reason an exception is being made so that you will be expected to retire two years from the date of this memorandum rather than at age 60. Should even this create some unique problem for you, the Retirement Board will consider your request for extension if your plans for orderly retirement cannot be formalized.

4. We encourage you to contact our Chief, Retirement Branch for information concerning your annuity estimates and for any other related assistance you may request.

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Reference "B"

Emmett D. Echols  
Director of Personnel

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INTERNAL USE ONLY

C-O-N-F-I-D-E-N-T-I-A-L

Reference "C"

31 MAY 1968

25X1 MEMORANDUM FOR :   
SUBJECT : Retirement Planning

1. After a thorough review, the Agency's current retirement policy for employees covered by the Civil Service Retirement Act has been reaffirmed. These employees will be required to retire at age 60 with 20 years of service or age 62 with at least 5 years of service.

2. Although the Director of Central Intelligence desires maximum conformance to this policy, requests for extension to age 62 will be considered on an individual basis. In your particular case you were initially advised under the then existing policy that you would be expected to retire at age 62. Subsequently, you received a second memorandum accelerating your retirement date under a revised policy which was adopted in line with the 1966 amendment of the Civil Service Retirement Act permitting retirement at age 60 with 20 years of service without reduction in annuity. If your plans for orderly retirement at the earlier date cannot be formalized, your request for an extension will be considered.

3. To assist in orderly manpower planning, we would like to know as soon as possible whether or not you intend to seek an extension from the age 60 date. Your advice in this regard should be forwarded to my office through your supervisor and your Career Service. If you have not yet come to a decision on this matter, we will appreciate your letting us know your tentative plans. Your early response will be appreciated.

Reference "C"

Robert S. Wattles  
Director of Personnel

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Excluded From  
Automatic Downgrading  
and Declassification

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Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020008-8

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020008-8